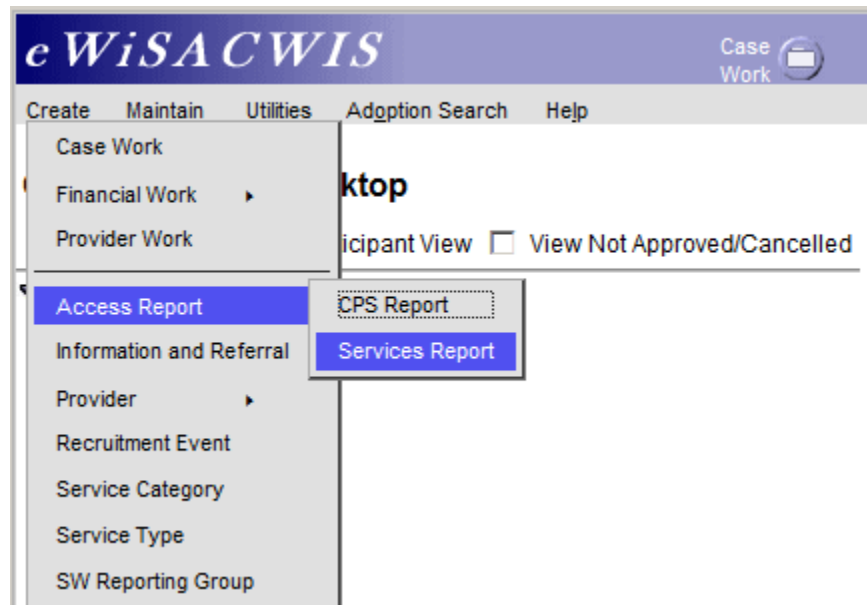# Documenting a Step-Parent Adoption

1. From your desktop, select Create > Access Report > Services Report.

2. Enter the 'Date and Time Report was Received' in the Access Information group box.

3. On the Narrative tab, enter narrative text for each section.

4. On the Services tab, select 'Adoption' as the Service Report Type. In the Specific Services Requested group box, select the 'Step-Parent Adoption' checkbox.

5. Click on the Participants tab. Add the participants by clicking the Add/Edit button. The biological parent should be identified with the Relationship of 'Reference Person' and the Role of 'Report Name.'

6. On the Decision tab, select the 'Screen In' radio button and select the Reason of 'Accepted for Services.' Click the Create/Link Case hyperlink to create or link the case.

7. When assigning a worker, the assignment Type of Stepparent Adoption should be selected with a Responsibility of Stepparent Adoption Study and a Role of Primary.

8. After creating a case for the family, a home study should be completed and a recommendation should be made. This information is usually sent to the courts. The case should remain open until the Record of Adoption is received or until the worker is notified that the adoption did not take place. This should be documented in a Child Welfare case note and the case can then be closed.